Emergency Management Performance Grant (EMPG)

WebGrants Manual

State Emergency Management Agency (SEMA)

CFDA Number 97.042

Period of Performance:

January 1, 2016 to December 31, 2016

For assistance with eligibility and any program guidelines contact:

Name	Title	Organization	Phone Number
Amy Lepper	Program Manager	SEMA	573-751-0788
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I.   **How to Apply:**
Applications for EMPG funding must be submitted online via the Missouri Department of Public Safety WebGrants system at https://dpsgrants.dps.mo.gov . This system will be used from the application phase throughout the administration and closeout phase for all projects funded through the EMPG program.

➢   **New Agency/Organization:** If your agency/organization is new to the EMPG and has never registered with the WebGrants system:

1.) **Acquire a DUNS (Data Universal Numbering System) Number:**
A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Obtaining a DUNS number is a free, one-time activity. Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number. If your organization does not know its DUNS number or needs to register for one, visit www.dunandbradstreet.com

2.) **Complete the "Register Here" Section on the WebGrants login page**

Personal Information: This section should contain work-related information for the individual registering in WebGrants.

- **Name:** Provide a title (Mr., Ms., Deputy, etc.), first, and last name.
- **Job Title:** Enter job title.
- **Email:** Provide an email address that will be checked regularly. As WebGrants will send scheduled alerts pertaining to the application and grant process.

- o **Note:** E-mails will be sent from dpsWebGrants@dps.mo.gov so ensure this email address is added to your contact list or selected as a safe sender to avoid having the emails being filtered as junk or spam.
- **Mailing Address:** The agency's mailing address (excluding the city, state, and zip code). If the agency has a post office box, that information should be listed here. If your agency does not have a post office box, the street address should be listed.
- **Street Address 1:** Provide the agency's physical street address if different than the mailing address provided above. Do not repeat the mailing address.
- **Street Address 2:** Complete only if applicable.
- **City/State/Zip:** Enter city, state, and zip code.
- **Phone /Extension:** Provide a daytime telephone number and extension, if applicable.
- **Fax:** Provide a fax number.
- **Organization Information:** This section should contain information pertaining to the applicant agency (unit of local government).
- **Applicant Agency:** Provide the unit of local government, followed by a comma and the project agency. (For example, the Hickory County Emergency Management Agency would be Hickory County, Emergency Management Agency).
- **Organization Type:** Select "government".
- **Federal Tax ID #:** Provide the 9-digit FEIN number of the unit of local government.
- **CCR Code:** This field is not required (may leave blank).
- **Organization Website:** Provide the website of your local government, if a website exists. This field is not required (may leave blank).
- **Mailing Address:** Provide the mailing address of the applicant agency (post office box or street address).
- **Street Address 1:** Provide the physical street address, **if different from the mailing address listed above,** for the agency. Do not repeat the mailing address.
- **Street Address 2:** Provide additional information if different than above.
- **City/State/Zip/+4:** Provide the city, state, and zip code, plus 4 digit extension. If unknown https://www.usps.com
- **County:** Select the county.
- **Congressional District:** Select the congressional district for the unit of local government.
- **Phone/extension:** Provide a daytime telephone number with extension (if applicable).
- **Fax:** Provide a fax number.

When completed, select the "Register" link. A confirmation page will be displayed and an email will be sent to the email address provided under the "Personal Information" section of the registration form.

A notification will be sent to the Missouri Department of Public Safety alerting the program staff that a new user has registered. The registrant will receive an email when the Missouri Department of Public Safety approves or disapproves the registration. If approved, the user ID and password are active and you may log into the system. If disapproved, the email will contain the reason.

Once approved, additional users for your agency/organization can be added to view the application or contract information. To add registered users, log into WebGrants, select "My Profile" from the main menu, select the applicable "Associated Organization" name, select "Add" under the "Registered Users" section, and complete the required fields. Users, which are added by an approved registered user, will not be subject to approval by the Missouri Department of Public Safety.

NOTE: Only new agencies/organizations should complete the registration form on the login page. Returning agencies/organizations should not complete this form as it will re-register the existing organization. If you have forgotten your login information, do not re-register to obtain a new login. Re-registering will create duplication and unnecessary records in the systems database and may not allow the user to view all appropriate grant records. If you are unsure if your organization has an existing profile, contact the grant specialist provided in the contact information section of this program manual for assistance.

➢ **Returning Agencies/Organizations:** Agencies/Organizations that have previously registered within the WebGrants system, may login with the existing user ID and password. If login information has been forgotten and misplaced, contact the grant specialist provided in the contact information of this program manual.

Once logged into WebGrants, complete the following steps <u>before</u> beginning the application:

1.) **Verify Work Information:** Under the "My Profile" module, review all work-related information and edit as necessary to update or correct information.

2.) **Verify Agency/Organization Information:** Under the "My Profile" module, select the associated agency/organization's name and review all information and edit as necessary. **DO NOT** change the entry of the organization name. It has been entered in such a manner to distinguish this project from other projects by the same applicant agency.

3.) **Verify the Registered Users Associated with your Organization:** Select "My Profile" module, select on the associated agency/organization's name. Review the registered users associated with the organization and update if necessary.

4.) Adding additional registered users: Select "Add" under the "Registered Users" table. Additional users added by a previously registered user are not subject to approval by the Missouri Department of Public Safety.

5.) Removing a registered user: If it is necessary to remove a registered user from your agency/organization, please contact the grant specialist provided in this program manual.

NOTE: For security reasons, do not share your userID and password with other users. Each individual should maintain his or her own login information.

➢ **All Organizations**

Once the above process has been completed, you are ready to start your application. On the main menu screen, select the "Funding Opportunity" link, then select the appropriate funding opportunity, and select "Start a New Application."

II. APPLICATION FORMS:

General Information:

- Select the appropriate name from the "Primary Contact" drop down box. The Project Title for this grant is the Emergency Management Performance Grant (EMPG). When completed, select save.
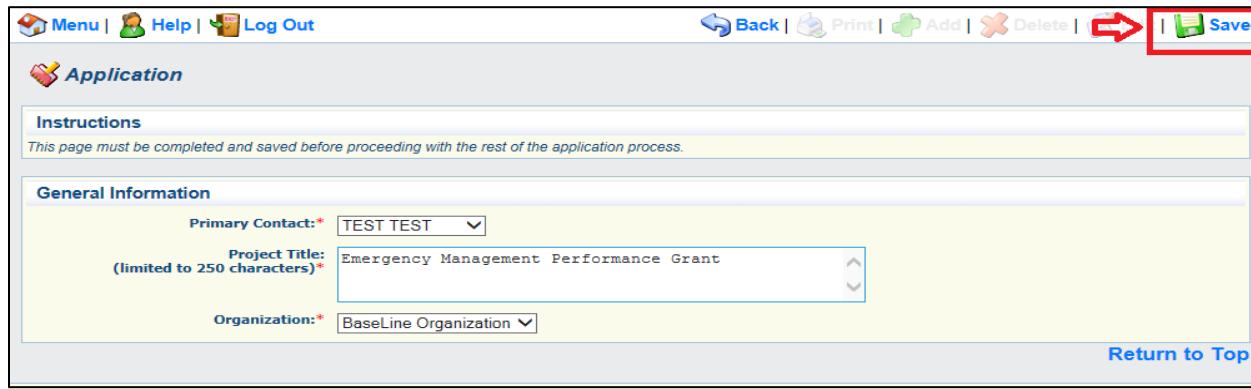
- Select "Go To Application Forms"

- Select "Contact Information"

- **Authorized Official**: The individual who has the authority to legally bind the applicant agency into a contract. The Authorized Official shall be the County Commissioner for County, and the Mayor or City Administrator for City Government.

Contact Information

Authorized Official

Enter the name and address of the individual who has the authority to legally bind the applicant agency.

· City Government - If the applicant agency is a city, the mayor/ city administrator shall be the Authorized Official.

· County Government - If the applicant agency is a county, the presiding commissioner shall be the Authorized Official.

Field			
Authorized Official:*	[Title]	[First Name]	[Last Name]
Job Title:*	[ ]		
Agency:*	[ ]		
Mailing Address:*	[ ]		
Street Address 1:	[ ]		
Street Address 2:	[ ]		
*	[City]	[Missouri ▾] State	[ ] Zip Code
Email:*	[ ]		
Phone:*	[ ] Office	[ ] Ext.	[ ] Cell
Fax:*	[ ]		

- **Project Director**: The individual within the agency who will have direct oversight of the proposed budget. The Project Director shall be the Emergency Management Director.

Project Director

For EMPG grants the EMD is the Project Director.

Field			
Emergency Management Director:*	[Title]	[First Name]	[Last Name]
Agency:*	[ ]		
Emergency Management Director Date of Hire:*	[ ] 📅		
Mailing Address:*	[ ]		
Street Address 1:	[ ]		
Street Address 2:	[ ]		
*	[City]	[Missouri ▾] State	[ ] Zip Code
Email:*	[ ]		
Phone:*	[ ] Office	[ ] Ext.	[ ] Cell
Fax*	[ ]		

- **Fiscal Officer:** The individual who has responsibility for accounting and audit issues at the applicant agency level. The Fiscal Officer shall be the County/City Treasurer.

Fiscal Officer

Fiscal Officer:*			
	Title	First Name	Last Name
Job Title:*			
Agency:*			
Mailing Address:*			
Street Address 1:			
Street Address 2:			
*	City	Missouri (State)	Zip Code
Email:*			
Phone:*	Office	Ext.	Cell
Fax*			

- **Project Contact Person:** The individual that will act as the supervisor of the proposed project, if different than the Project Director listed above. This individual will be the primary contact for day-to-day questions regarding the grant project and operations.

   Note: If the Project Contact Person is the same as the Project Director, this section would not need to be completed. Select "Yes."

Project Contact Person

Is the Emergency Management Director and the Project Contact Person the same?*	◉ Yes ○ No If the EMD & Project Contact are same it is not necessary to complete the Project Contact information.		
Project Contact Person:			
	Title	First Name	Last Name
Job Title:			
Agency:			
Mailing Address:			
Street Address 1:			
Street Address 2:			
City/State/Zip	City	Missouri (State)	Zip Code
Email:			
Phone:	Office	Ext.	Cell
Fax:			

- When complete, select "Save" located at the top right side of the WebGrants toolbar.

- Review the information for accuracy and then select the "Mark as Complete" button.

EMPG Capabilities Statement of Work:

- Project Narrative Justification: Select "Add" to edit the required fields.

The project title should be "Emergency Management Performance Grant." Select from the provided project type the most applicable category. Select whether this is a "New Project", or to "Sustain an Existing Project". Under "Core Capabilities", select either the "Prevention" or "Planning" category for your agency. Select the Strategy Goal Objective that will be supported by the proposed project. Finally, write a "Project Narrative Summary" that explains, in detail, (1) the need for funding, (2) the intended use of the funding, and (3) the anticipated results of the project. This section should be used to focus on and describe the proposed project, and not the agency as a whole.

- When the form has been completed, select the "Save" button located at the top of the WebGrants toolbar.

Staffing Pattern:

For each EMPG Federally funded position, complete the staffing pattern with name, position and hire date. Once you enter one position, select "Save" and return to Staffing Pattern and select "Add" to add additional positions.

- **Baseline Requirement #1- Emergency Operations Center (EOC)**: Select "add". Complete the information requested to provide the EOC location for your agency, as well as the EOC contact person. When complete select the "Save" button located at the top of the WebGrants toolbar.
- **Baseline Requirement #2- Local Emergency Operations Plan (LEOP):** Select "Add". This will open the baseline capability for pertinent information to update and maintain the agency's LEOP. When completed, select "Save".
- **Baseline Requirement #3- National Incident Management System (NIMS):** Select "Add". This will open the baseline capability to update information on the progress of NIMS compliance. **Note:** If there is a "No" answer to questions 1 - 10, you will be required to provide planned activities throughout the next four quarters to show progress towards NIMS compliance. When you have completed all required fields, select "Save". Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies) to meet incident needs. Utilization of the standardized resource management concepts such as typing, inventorying, and cataloging promote a strong national mutual aid capability needed to support delivery of core capabilities. Recipients of FY 2014 EMPG funds are required to participate in the statewide Kind & Typing initiative. To include development of a deployable assets list that supports the Kind & Typing initiative.

- **Baseline Requirement #4- Training Requirements:** Select "Add". This will open the baseline capability for FEMA/SEMA training. If you answer "No" to either section, fill out the text box to explain what the agency will do over the next four quarters to meet the requirements. When completed, select "Save".
- **Baseline Requirement #5- Exercise Requirements:** Select "Add". This will open the baseline capability for exercise requirements. The agency will confirm its understanding of completing the three (3) exercises and planned exercises for the grant performance period and state what the agency will do over the next quarters to meet the requirements. Select "Save" at the top right of the WebGrants toolbar.
- **Baseline Requirement #6- Training and Exercise Plan Workshops (TEPW):** Select "Add" located at the top of the Baseline Requirement #6 box. This will open the baseline capability. Select "yes" or "no" that you understand all EMPG sub-recipients are to conduct or participate in an annual TEPW.
- **Baseline Requirement #7- WebEOC:** Select the "Add" button. Select "yes" or "no" that you understand all awarded agencies are to use the WebEOC during incidents, events, and related WebEOC trainings.
- **Baseline Requirement #8- THIRA:** Select "Add" at the top of the Baseline Requirement #8 box. Click "yes" or "no" that you understand all EMPG sub-recipients are required to participate in the development or maintenance of a state or regional Threat and Hazard Identification and Risk Assessment. When complete select "Save" at the top of the WebGrants toolbar.
- **This Form Completed By:** The final step in completing the EMPG Capabilities Statement of Work. Select "Add" to the right of the "This Form Completed by" box. The person attesting to the completeness of the statement of work will complete the title, name, phone number, date completed and e-mail address. When complete, select the "Save" button.
- **Review:** When you have completed the statement of work, review the information and select "Mark as Complete." The screen will then return to the Application Forms section.

Instructions

Please complete the Project Narrative Justification and the six (6) required sections of the Baseline Capabilities Statement of Work.

If funds for additional capabilities are being requested or sustained in this application complete the Additional Capabilities section.

Planned activities for each quarter should detail major milestones and workplan for each area.

Select 'Add' to complete each section of form. When successfully completed form select 'Mark as Complete'.

Project Narrative Justification   Mark as Complete | Go to Application Forms | Add

Provide a complete, narrative for the proposed project to explain, in detail, the need for funding, the intended use of the funding and the anticipated results of the project. The narrative should focus on the project to be funded, not the agency as a whole. The who, what, when, where and how of the project.

Project Title:	Project Type:	The requested funds will be used to:	Select the primary Core Capability that will be supported by this proposed project.	Select the primary Missouri State Homeland Security Strategy Goal Objective that will be supported by the proposed project.	Project Narrative Summary
Emergency Management Performance Grant	HS org structure	Sustainment of Existing Project	Prevention Planning	4.2 Emergency Operations Center Management	To sustain....,

Capitalization Level:

Capitalization Level	
Enter your agency's capitalization level	
Capitalization Level:*	1000.00
	Return to Top

- Enter the capitalization level at which your agency abides by. This dollar amount determines your procurement process. Select "Save" at the top right-hand of the WebGrants toolbar. Review for accuracy, and then select "Mark as Complete."

EMPG Budget:

- **Personnel:** To add the personnel into the budget, select the "Add" button.

Personnel

1. To include personnel in your budget, click "Add". If the project includes more than one individual, repeat this step for each position.
2. The Total Cost will automatically calculate as Salary per Pay Period x Number of Pay Periods x % of Grant Funded Time.
3. The Federal Share and Match Share will automatically calculate as half of the Total Cost.

Provide the name of the individual for which grant funding is requested. If the name is unknown, put TBD.

Name:* [   ]

Provide the title of the individual.

Position Title:* [   ]

Select whether the position is a Created (new) job that currently does not exist or a Retained (existing) job as a result of this grant funding.

Position Status:* [New ▾]

Select the employment status based on the individual's status with the organization (not on this project).

Employment Status:* [Full Time ▾]

Enter the actual or anticipated salary per pay period for the position. Do not round. This would be total salary not just EMPG salary.

Salary per Pay Period:* [$0.00]

Enter the number of pay periods for which funding is being requested. EMPG FY2014 Period of Performance is 1/1/2014 - 12/31/2014.

Complete the name and position title. Select whether it is a new or existing position, and select whether the position is full-time, part-time, or contractual. In salary per pay period, place the total gross amount the personnel receives per check. Type in the number of pay periods and the percentage of time the employee will spend on emergency management duties. (Note: For those who are contracted (or are paid the same regardless as to how many hours they work}, the percentage should be 100%). Line Item Code is for OHS staff only in determining and organizing personnel. Please do not complete this section.

Select the "Save" button. The system will then return to the Budget page and show the total amount, the federal share, and the match share. To add another position, select the "Add" button and repeat the process until all personnel are entered. If a position is vacant, fill out all information with the name line being "TBD"(to be determined).

- **Personnel Justification:** Justification is required for each position, as well as a cause for increase or decrease. To complete Personnel Justification, select the "Edit" button located

at the top of the WebGrants Toolbar. (**Note**: This will open up all the Justification boxes for Personnel, Personnel Benefits, Supplies, Equipment and Travel).

When complete, select the "Save" button.

- **Personnel Benefits:** Select "Add"

Select the name of the position for each person. In the box below, put the position's total salary (state and local share combined). In the next box, indicate the % of the total benefits. (To determine percentage, add all benefits for a total cost and then divide by the salary.) The line item code is for OHS staff only. Please do not complete. Select the "Save" button located at the top of the WebGrants toolbar.

You may add benefits for each position being claimed by repeating this step.

- **Personnel Benefits Justification:** Select the "Edit" button located at the top of the WebGrants toolbar. Personnel benefits need to be broken down here. (For example FICA/medicare is 7.65%, LAGERS is 8.6%, unemployment is 2.1%, workers compensation is 2.8%, health insurance is $230.00 per person, per month). The Justification should tell which personnel receive which benefits. If the Justification does not match the total amount being requested, it will be subject to negotiation. When complete, select the "Save" button located at the top of the WebGrants toolbar.

- **Supplies & Operating Expenses:** To build the supplies and operations section of the budget, select "Add".

List each supply/operational item by type.

Supply/Operation Type: *
```
EOC Maintenance (copier, computer, generator, etc.)
General Office Supplies (paper, pens, paper clips, etc.)
Insurance (vehicle, building, etc.)
Phone
Postage
```

List each budget item name.

Item Name:

Select the basis for cost estimate to reflect the frequency of the unit cost.

Basis for Cost Estimate: *
```
One-Time
Daily
Weekly
Monthly
Quarterly
```

Enter the requested number of months, people, units, etc. If the expense is a one-time cost, enter 1.

Quantity: *

Enter the amount or rate per month, year, person, unit, etc.

Unit Cost: * $0.00

Select the supply/operations type. Each supply type can be identified by completing the field "Item Name", but it is only required if "other" is selected. Select the "Basis for Cost Estimate" (or the frequency the expense is expected to occur). For example, rent could be quarterly, or monthly. Phone bills could be monthly, and office supplies could be weekly. Select the quantity (number) of times the cost is expected to occur. In the example of a monthly phone bill, the quantity would be 12. Enter the total unit cost, which includes both federal and local match for 100% of the cost. The budget will auto-calculate the totals when you select "Save". Repeat this process until all supply/operations requests are completed.

- **Supplies/Operations Justification:** Select "Edit". Scroll down to the supplies/operations text box and justify why the items requested are necessary for the proposed project, who will use it, and how it will be used. If there is an increase from the previous year, explain why such an increase is being requested. When complete, select "Save".

- **Equipment:** Select the "Add" button located at the top of the "Emergency Operations Center Office Equipment". For the purpose of this grant, equipment may not exceed $2,500.

Emergency Operations Center Office Equipment

1. To include an office equipment expense for the Emergency Operations Center in the budget, click "Add". To include more than one office equipment item, repeat this step for each budget item.
2. Emergency Operations Center office equipment are items not exceeding $2,500.
3. All Equipment purchased has to be an allowable item on the Authorized Equipment List (AEL). The AEL is located on the FEMA Lessons Learned Information Sharing (LLIS.gov) Website at *https://www.llis.dhs.gov/knowledgebase*.
3. The Federal Share and Match Share will automatically calculate as half of the Total Cost.

Item Name: *

AEL Category: *

AEL # *

Qty: *

Enter the total cost for the quantity requested, not individual costs.

Total Office Equipment Costs: * $0.00

For OHS internal use only.

Line Item Code:

Type in the "Item Name" and then select the Authorized Equipment List Category. In the box below type in the AEL #. Enter the total cost for equipment and select "Save" located at the top of the WebGrants toolbar.

- **Equipment Justification:** To complete the "Equipment Justification" Section, select the "Edit" button located at the top of the WebGrants toolbar. Provide a justification for each equipment expense. Address why the item is necessary for the proposed project, who will use it, and how it will be used.

- **Travel:** Select the "Add" button located to right of the "Travel" box.

Enter in the name of the travel expense. Select the related category/categories it pertains to. For example, if the item name is SEMA Conference, the agency may select multiple categories such as lodging, per diem/meals, and fuel. If "Other" is selected as a category, explain briefly what that "Other" cost is. Enter the total cost in the bottom box. When complete, select the "Save" button. For multiple travel expenses, select "Add" and repeat the process. The budget will auto-calculate the expenses.

- **Travel Justification:** To edit the "Travel Justification" section, select the "Edit" button located at the top of the WebGrants toolbar. Scroll down to the "Travel" box and enter the justification for each travel expense. It should include why the expense is necessary for the success of the proposed project. For meetings and conferences, the dates and times must be entered. When complete, select the "Save" button.

- **Review the Budget:** Take time to review the entire "Budget" section. Ensure all necessary costs are being requested, and that justifications have been completed for each section. At the bottom of the budget form, you will see the "Total Budget" information.

Total Budget

	Federal	Match	Total
Personnel	$19,500.00	$19,500.00	$39,000.00
Benefits	$0.00	$0.00	$0.00
Travel	$0.00	$0.00	$0.00
Supplies	$0.00	$0.00	$0.00
TOTAL	$19,500.00	$19,500.00	$39,000.00 (Budget)

Last Edited By: TEST TEST, 01/17/2014

- Ensure the Total Budget is correct, and then select "Mark as Complete".
  Note: You may edit the forms as many times as necessary, even after "Mark as Complete" has been entered.

Personnel   Mark as Complete | Go to Application Forms | Add

1. To include personnel in your budget, click "Add". If the project includes more than one individual, repeat this step for each position.
2. The Total Cost will automatically calculate as Salary per Pay Period x Number of Pay Periods x % of Grant Funded Time.
3. The Federal Share and Match Share will automatically calculate as half of the Total Cost.

Name:	Position Title:	Position Status:	Employment Status:	Salary per Pay Period	Number of Pay Periods:	% of Grant Funded Time:	Total Salary Cost:	Federal Share:	Match Share:
Rick Hemingway	Director	Existing	Full Time	$1,500.00	26.0	100.0	$39,000.00	$19,500.00	$19,500.00
							$39,000.00	$19,500.00	$19,500.00

Certification of Local Match:

Application Forms   Application Details | Submit | Withdraw

Form Name	Complete?	Last Edited
General Information	✓	01/17/2014
Contact Information	✓	01/17/2014
EMPG Capabilities Statement of Work	✓	01/17/2014
EMPG Budget		01/17/2014
Certification of Local Match		
Audit Certification Form		
Certified Assurances		
Other Attachments		

- Select "Certification of Local Match", and then select "Add." There are two types of match. Hard (cash) match, physical money used within the budget to complete the proposed project, and soft-match (in-kind) serves as something received or provided to complete the proposed project that does not have a cost associated with it. This can be volunteer time, donated equipment, facilities, etc. If there is any doubt on the eligibility of in-kind match, please contact the Grants Program Manager listed under "Contact Information".

- List the Source Name, Quantity and Unit Cost for the match to be used to complete the proposed project. If general revenue is being used to fully match the project, the quantity is "1" and the unit cost will be the total of the match cost listed on the budget. Select "Save."

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Several matching sources may be entered and must total the amount of match derived from the proposed budget.

- When all information is entered, select "Mark as Complete."

Supplanting:

- Agency must read and agree to not supplant with federal funds. Check the box to agree, and certify the understanding of statement by the Authorized Official. Once complete, select the "Save" button at the top right-hand of the WebGrants toolbar. Then select "Mark As Complete."

Audit Certification Form

- Has the agency exceeded the federal expenditures threshold? Select "Edit" at the top of the WebGrants toolbar to enter "Yes" or "No". While this form is open, enter the information of the person at agency completing this form. Then, fill out the last audit date, the dates covered by the last audit, who performed the audit, and their phone number. Enter the date of the next audit, the time period to be covered by the next audit, and who it will be

performed by (if unknown, put "unknown" or TBD). Select the "Save" button located at the top of the Webgrants toolbar.

- If the agency is receiving other sources of federal funds, select the "Add" button located at the top right of the Federal Fund Schedule

Fill out the Federal Grantor, Pass-Through Grantor, Program Name, CFDA Number, Contract Number, and Expenditures amount. When complete, select the "Save" button located at the top right of the Webgrants toolbar. Select "Add" again for each Federal Fund received until complete.

- Upload the last audit available by scrolling down on the General Audit Certification form and click the link by "If Available, Upload Previous Audit."
- Mark Audit Certification Form as complete, and move on to the next form.

Inventory Certification

- Inventory must be provided to SEMA every 2 years. To complete this section, select the "Yes" or "No" box if you have or have not purchased equipment using EMPG funds since 2010. Then select "Save".
- If the answer is yes, upload your updated inventory sheet. Then, select "Mark As Complete."

Certified Application Assurance:

- Enter "Name", "Job Title", and "Date" of the person completing the application. Once complete, select "Save."

Other Attachments:

- The Agency may upload other information they feel relates to the grant and funding. Examples include, but are not limited to, attachments such as the staffing pattern, job description, indirect cost plan, and bids.

Review and Submit Application

- Select "Application Details" for a full preview of the application and "Print to PDF" option.

- To "Submit" the application, all forms MUST be marked as complete. When you select "Submit" it will ask if you are sure you want to submit because you lose all ability to edit the application and it is considered done. Click "Ok" if ready to submit for funding.

POST APPLICATION INFORMATION

I. **Application Administrative Review**:

SEMA will review all applications for completeness and relevance to the EMPG. Applicants will demonstrate that the proposed project fits within the parameters of the EMPG program, including the need for funding, and available funding.

II. **Funding Notification**:

Applicants will be notified via WebGrants through an e-mail sent from dpsGrants@dps.mo.gov to the person listed as the Primary Contact.

III. **Award and Acceptance of Contract**:

Each agency will receive their Award of Contract with acceptance of terms and conditions to be signed by the Project Director as well as the Authorized Official. The Grant Award of Contract constitutes a contractual agreement between the state and the subrecipient for use of federal funds in the implementation of the project outlined in the application.

IV. **Project Implementation**:

Due to funding being delayed, most projects will already be underway to sustain the necessary day to day operations.

ADMINISTRATIVE AND FINANCIAL GUIDELINES

I. **Reporting Requirements**:

Claims:

Claims must be submitted in WebGrants on the 15ᵗʰ day following the end of each quarter as defined July 15ᵗʰ, October 15ᵗʰ, with the exception of the final claim to be due no later than January 31ˢᵗ, 2015. An Agency may submit as frequently as once a month, but no less than quarterly. Claims, include the summary page provided through WebGrants and all supporting documentation for the claim request.

Status Reports:

Status Reports are due each quarter with the same applicable deadlines of quarterly claims. The status report will include information pertaining to the Baseline Capabilities as defined in the application.

II. **Contract Adjustments:**

a. **Budget Revision**
   A Contract Adjustment for a budget revision must be submitted for the following requests:

i. Addition of a new budget line item
ii. Transfer of "excess" funds from one budget line/category to another budget line/category to cover increases (shortfalls) in cost.

b. **Program Revision**

A program revision results from a change in the scope of the proposed project, period of performance, etc.

I.   **Submitting a Claim:**

Log into WebGrants. On the Main Menu select "My Grants."
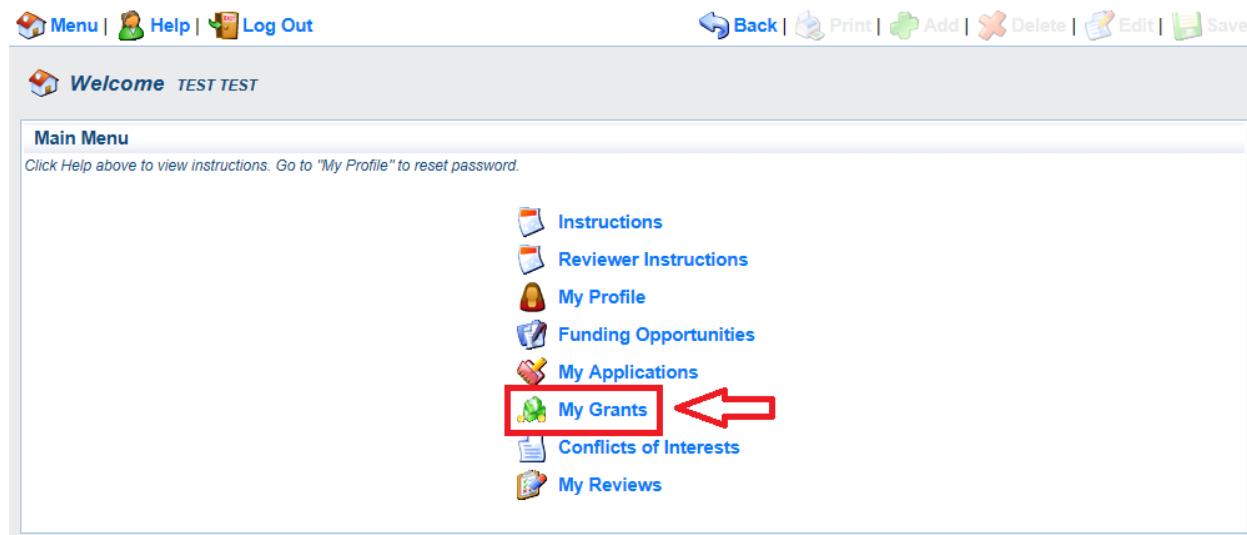
Select the Emergency Management Performance Grant. In the Grant Components box, choose Claims (which is the second option down).

a. To start a claim, at the top of the WebGrants Toolbar, select "Add."
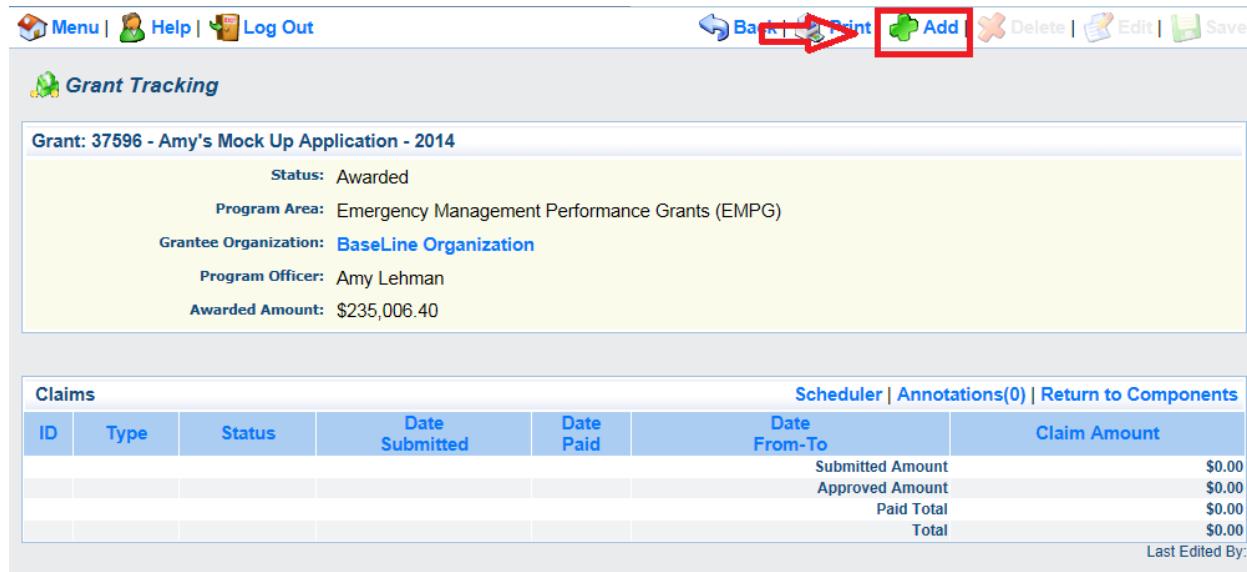
b. The General Information form will open. From the drop down box, select whether the claim is monthly, quarterly, or other. Select the reporting period for which the claim

covers (i.e. 01/01/2014-01/31/2014 for monthly or 01/01/2014-03/31/2014 for quarterly). Leave the invoice number blank, and select "No" for your final report. The "Final Report" will be your last claim request for the period of performance. Once this is done, select "Save" at the top right hand of the WebGrants Toolbar.
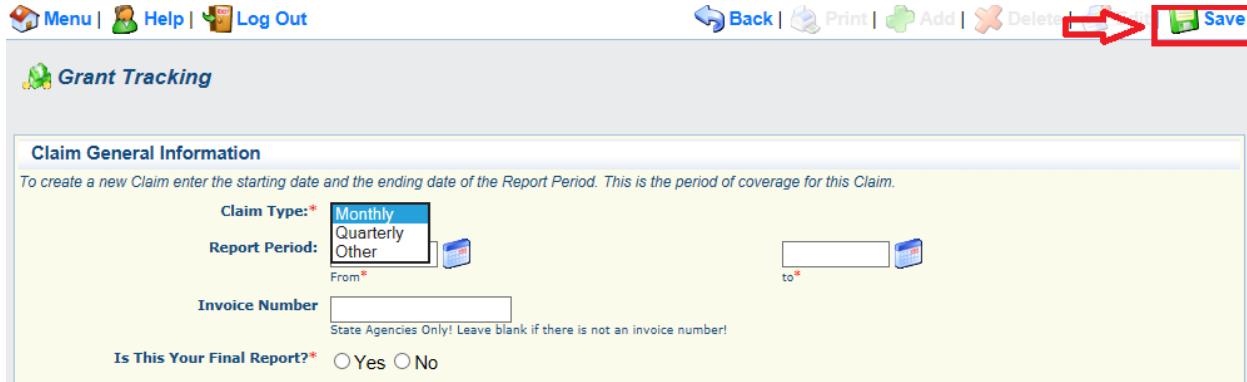
Double check that the information is correct, and then select "Return to Components."

c. Expenditure Claim Form: The Claim is now started. Click the blue hyperlink "Expenditure Claim Form."

The claim with amounts, invoice number, and budget category can be entered. Select green "Add" button located at the top right hand of WebGrants toolbar.

Detail of Expenditure

Budget Line: Enter the budget line this expenditure detail will be charged against.

Budget Line:* [   ]

Payee: List whom your agency paid or expenditure made.

Payee:* [   ]

Description: Give a brief description of the ependiture.

Description:* [   ]

100 Character Limit

Quantity:* [   ]

Unit Cost:* [$0.00]

Federal Amount Requested: Enter amount requesting to be federally reimbursed back to agency for item(s).

Federal Amount Requested:* [$0.00]

Match Amount Claimed: Enter amount requesting to be claimed for match back for agency for item(s).

Match Amount Claimed:* [$0.00]

Invoice #: Invoice or unique identifier number.

Invoice #:* [   ]

Invoice Date: Enter date of invoice.

Invoice Date:* [   ]

- Enter the Payee for whom your agency paid. Type information in the Payee section such as "ABC Company," "John Smith" or "Staples."
- The description box allows for pay period, company items purchased from, etc.
- Select the quantity at which it was purchased (generally one) and the cost.
- EMPG is a 50/50 cost share grant, so the amount in the Federal Amount Requested and Match Amount Claimed should be the same amount (given a penny to the agency should the amount not be an even number).
- Enter the invoice number and date followed by the check number for payment and the date.
- Then select the green "Save" button located at the top right hand side of the WebGrants Toolbar. The system will then return to the Detail of Expenditure page with the information saved.
- To add the next entry, simply click the green "Add" button at the top right hand side of the WebGrants toolbar.

Program Manager: Bruce Clemonds

Detail of Expenditure   Mark as Complete | Go to Claim Forms

Budget Line:	Payee:	Description:	Quantity:	Unit Cost:	Total:	Federal Amount Requested:	Match Amount Claimed:	Fed + Match Amount Total:	Invoice #:	Invoice Date:	Check/EFT #:	Check/EFT Date:
Personnel	John Smith	Period 01/01/2014-1/14/2014	1	$1,836.00	$1,836.00	$918.00	$918.00	$1,836.00	1234	02/14/2014	526	02/16/2014

Last Edited By: TEST TEST, 07/07/2014

Once all invoices are built into the Detail of Expenditures page, click "Mark as Complete." It will return to the Claim Components page where you will see that 2 of the 4 forms are now complete. If you have marked a section as complete and realized a bill was left off, you have full access to enter back into the module. The only time you will no longer have access to edit is once you submit your claim.

d.   The third form is the Reimbursement section. For FY14, agencies do not need to complete this section. Your grant specialist will transfer the information from the Detail of Expenditure submitted. The Reimbursement section connects to the accounting portal SamII for payout. Click the "**Save**" button located at the top right hand of the WebGrants toolbar. Then select "**Mark as Complete.**"

Reimbursement

Budget Category	Details	Contract Budget	Prior Expenses	Available Balance	Expenses This Period	Contract Match	Prior Match Expenses	Remaining Match Requirement	Match Expenses This Period
Personnel									
Test Position A		$12,000.00	$0.00	$12,000.00	$0.00	$12,000.00	$0.00	$12,000.00	$0.00
Test Position B		$27,600.00	$0.00	$27,600.00	$0.00	$27,600.00	$0.00	$27,600.00	$0.00
Emergency Operations Center Supplies & Operating Expenses									
AT&T		$330.00	$0.00	$330.00	$0.00	$330.00	$0.00	$330.00	$0.00
Building		$6,000.00	$0.00	$6,000.00	$0.00	$6,000.00	$0.00	$6,000.00	$0.00
Office Supplies		$14,300.00	$0.00	$14,300.00	$0.00	$14,300.00	$0.00	$14,300.00	$0.00
Emergency Operations Center Office Equipment									
computer		$1,250.00	$0.00	$1,250.00	$0.00	$1,250.00	$0.00	$1,250.00	$0.00
Travel									
SEMA Conference		$775.00	$0.00	$775.00	$0.00	$775.00	$0.00	$775.00	$0.00

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e.   The final Claim component is "Other Attachments." Similar to the previous grant system, all paperwork is sent electronically. Click on "Other Attachments." Click on the "Add" button located at the top right hand side of the WebGrants toolbar. Any file size can be sent through WebGrants. Select the "Browse" button to the right of the Upload File box. Search for the documents related to the claim, to include invoice, proof of delivery, check, timesheets, etc. Once the document is found, enter in a description. The description could be "John Smith's payroll for first quarter," or "Supplies," etc.

There is no limit to the amount of documents you can upload into this section. Once you have uploaded all documents, select the "Mark as Complete" button. It will return to the general Claim Components page. Once all sections are marked as complete, hit the "Submit" button.

Once you have hit "Submit" the system will ask if you are sure you are complete. Once the claim has been submitted, the agency loses the ability to edit the claim and in goes into review with the grant specialist for that program. Should you need to access the claim again, simply contact your grant specialist to have sections unlocked and returned to you.

Note: Once you start a claim, simply hit "Claims" and you will see the claim you have started on the right in blue. Do not hit "Add" to start multiple claims as the system categorizes it numerically. If you submit monthly, you should have 12 claims. If you submit quarterly, you should have 4 claims.

I. Status Reports- General Information: Status Reports are due quarterly with due dates on April 15, July 15, October 15, and January 31st with the closeout of the grant. Status Reports are based on the capabilities set forth in the application. To start a Status Report, log into WebGrants, select "My Grants," select the EMPG grant which will take you to the grants components page. Status Reports is the third blue form down named "Status Reports." Open this component and select the green "Add" button located on the top right hand side of the WebGrants toolbar. The first form is the General Information form. Type or chose from the calendar provided the quarterly dates the report is tied to. For the first Status Report, the period should be 01/01/2014 to 3/31/2014. While the reports should be quarterly, the EMPG period of performance has already begun by the time Grant Award of Contracts have been signed and returned. From the drop down box, select "Quarterly Report" and click the green "Save" button located at the top right hand of the WebGrants toolbar.

II. Status Reports- Click "Return to Components" and then click "EMPG Status Report." This will open the Capabilities Statement of Work form that was on the application.
- The first box pertains to verifying the EOC has not changed locations, phone numbers, etc. Select "Yes" or "No." If there is a change, please put down the information that has changed for the agency.
- Follow down to the second box and list completed activities for updating your Local Emergency Operations Plan (LEOP).
- The third box is for NIMS compliance. Provide a brief text stating activities to be NIMS compliant, or simply put "NIMS compliant."
- The fourth box is for training. All EMPG paid personnel need to complete the FEMA training/Independent Studies. Please state activities done to complete trainings or put "Training Compliant."
- The fifth box is for exercise requirements. Please state in the summary box the exercises participated in for that quarter.
- Proceed to the sixth box for the Training and Exercise Plan Workshop. Please select "Yes" if it has been completed already for the year, or "No" if not. In the

summary box provided, please explain when the TEPW workshop was, or the anticipated date of workshop if not attended yet.

- The seventh box is for completing the THIRA whether that be specifically for your agency, or for the region. In the summary box, please state activities.
- The eighth section is for any accomplishments or shortcoming you wish to share. Do not hesitate to share highlights from your agency and the success or downfalls you have encountered throughout the quarter.
- The ninth section is for future/upcoming activities. Please give a summary of activities to be carried out in the near future, and any comments you would like to include.
- Finally, complete the "This Form Completed By" section. Provide your name and the date the Status Report was completed.

Once completed, return to the top of page, and select the "Save" button. Mark the form as complete and hit the "Submit" button.

Components			Preview Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name	Complete?		Last Edited
General Information	✓		06/10/2014
EMPG Status Report	✓		07/07/2014